



JOB DESCRIPTION

Title: **PROJECT COORDINATOR/
CONSTRUCTION INSPECTOR**

Department: Public Works/Engineering

Class Code: 3300

FLSA Status: Non-Exempt

Effective Date: Jan. 15, 1985 (Rev. 07/2005)

Grade Number: 19

GENERAL PURPOSE

Under general supervision from the City Engineer, performs project management and technical duties in inspecting public works construction to insure compliance with codes and specifications; supervises surveying work and survey crew in public works construction projects.

EXAMPLE OF DUTIES

- *-- Manages public works construction projects and serves as project engineer. This entails assuring contractor's work conforms to the project specifications. This is accomplished by inspecting the contractors work on a daily basis; by keeping a daily record of instructions and directions given to the contractor regarding plan and specification interpretation and any required change orders; coordinating with an independent testing lab any materials testing required by project specifications; by verifying quantities for payment on contractors monthly pay request; by providing for public safety during the project.
- *-- Coordinates inspection of curb, gutter and sidewalk as well as all road cuts, (whether for water, gas, sewer, telephone, etc.) for quality of materials, workmanship, line, grade, compaction and maintenance of road cut.
- *-- Assigns, monitors, and coordinates work of Construction Inspector and Engineering Aide; manages surveying work for public works; supervises and leads the survey crew; locates with the survey crew replacement needs (curb, gutter, sidewalk, etc.) and special problems which need to be addressed in designing a project; coordinates surveys for projects done by consultants.
- *-- Discusses street improvement problems with the public; inspects sidewalk, curb and gutter for drainage problems and discusses options with public.

- *-- Oversees other agencies working within City boundaries to ensure public safety and ensure protection of City facilities; coordinates road closures to maintain traffic flow.
- Informs engineering firms of city requirements; responds to questions from contractors on bid specifications; coordinates work with contractors and city departments.
- Prepares contract specifications and bidding documents; supervises drawing preparation for specifications; prepares and approves contract change orders; approves bond releases and payment for completed work after inspection.
- Assists in issuing engineering permits; corresponds with contractors, other governmental agencies and public on problems related to public works construction.
- *-- Supervises and coordinates inspection of water mains, sewer lines, curbs, gutters, sidewalks and road cuts.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and seven (7) years of experience in public works construction or any equivalent combination of education and experience.

Special Requirements

- Must possess a valid Utah Driver's License.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of public works construction methods and materials; knowledge of contract administration and pay estimates; working knowledge of methods and interpretation of soil analysis and density tests; working knowledge of surveying and surveying methods; knowledge of drafting and engineering.
- Ability to read and interpret blueprints; ability to establish and maintain effective working relationships with employees, contractors, other departments and the public; ability to follow written and oral instructions; ability to communicate effectively, both verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database software; engineering calculator; surveying equipment; motor vehicle; phone; mobile or portable radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in excavations or traffic and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate to loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

* Essential functions of the job.